

Submitting, Reviewing, and Approving Online Grade Change Requests

****Please note that paper grade change request forms continue to be accepted. However, if you'd like to take advantage of electronic submission, please follow the below instructions.****

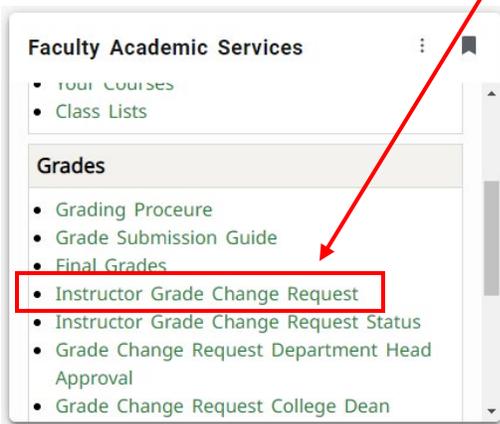
- Course sections in terms more than 3 years in the past are excluded from the Online Grade Change system. A paper Grade Change Request form must be submitted to the Office of Records & Registration in those cases.
- Course sections coded with "H" (Honors) are excluded from the Online Grade Change system. A paper Grade Change Request form must be submitted to the Office of Records & Registration in those cases.

Instructor Submission Steps:

If accessing while OFF CAMPUS, you must be connected to VPN. Visit

<https://www.emich.edu/it/network-access/vpn/index.php> for more info and to request VPN access.

1. Login to My.Emich.edu
2. Click **"Instructor Grade Change Request"** link on the *Faculty Academic Services* card (Grades section)



3. Click to select the appropriate term code



EMU Instructor Grade Change Request

Instructor

Select Term *

4. A list of courses taught in that term will be generated, click to choose the appropriate course



EMU Instructor Grade Change Request

Instructor

Select Term *

Select Course *

5. The list of students will be generated, click to select the appropriate student
 - a. *If more than one student in the chosen course requires a change, the requests must be entered one at a time.*



EMU Instructor Grade Change Request

Instructor

Select Term *

Select Course *

Select Student *

Note: Click the “Start Over” button to reset the form if you find you’ve chosen the wrong term, course, or student.

Grade Change Request | Grade Change Status

EMU Instructor Grade Change Request

Instructor

Start Over

Student Summary	Term Code	Course	Current Grade
E [REDACTED]	202010	ACC 241B	

Select New Grade * Please select Grade ▾

6. Click to select the new grade value
 - a. **Please note: Instructors may not change a W grade. While this function has not been removed from the online form, any change from a W grade will be denied upon receipt in Records and Registration and will not be processed.**
 - b. **If an I or F grade is chosen as the new grade, a last date of attendance will be required. This date must be within the term the course section was taught, the system will display an error if the date field is left blank or the date doesn't fall within the term selected (the valid date error is not triggered until you've clicked "CONFIRM").**

Grade Change Request | Grade Change Status

EMU Instructor Grade Change Request

Instructor

Start Over

Student Summary	Term Code	Course	Current Grade
E [REDACTED]	202010	ACC 241F	

Select New Grade * Please select Grade ▾

7. Click to select the grade change reason

The screenshot shows the top navigation bar with the UTST logo and user profile. Below it are two tabs: 'Grade Change Request' (active) and 'Grade Change Status'. The main heading is 'EMU Instructor Grade Change Request'. Underneath, there is a 'Start Over' button. The form contains a table with student information:

Student Summary	Term Code	Course	Current Grade
[REDACTED]	202010	ACC 241F	

Below the table, there are two dropdown menus: 'Select New Grade *' with 'B' selected, and 'Grade Change Reason *' with a dropdown menu open. The dropdown menu options are: 'Please select grade change reason', 'Grade miscalculation', 'Grade entered incorrectly', 'Misplaced work was found', and 'Other'. The first option is highlighted in blue.

- a. ***If OTHER is chosen, a comment box will appear. A comment must be entered to move forward.***

8. Click Submit

This screenshot is identical to the previous one, but the 'Grade Change Reason *' dropdown menu is now closed and 'Misplaced work was found' is selected. A green 'Submit' button is now visible at the bottom left of the form area.

9. Click Confirm

Grade Change Request Grade Change Status

EMU Instructor Grade Change Request

Instructor

Start Over

Student Summary	Term Code	Course	Current Grade
[REDACTED]	202010	ACC 241F	E

Select New Grade * B

Grade Change Reason * Misplaced work was found

Confirm Grade Change

Confirm

10. You'll be returned to the Instructor Grade Change Request page and presented with the following message: "Grade change request successfully submitted". Click OK to clear the message.

- a. *If you attempt to submit a grade change for a student that already has a change in process, you will be given an error message. You will need to wait until current change is fully processed before submitting again.*

Grade Change Request Grade Change Status

Grade change request successfully submitted

OK

EMU Instructor Grade Change Request

Instructor

Start Over

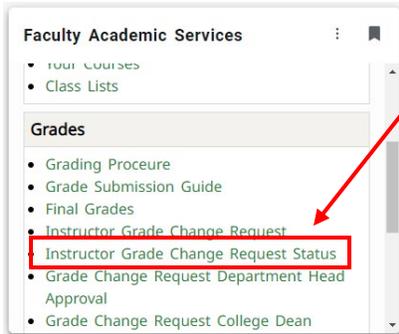
Select Term * Please select Term

11. Repeat steps 4-11 for as many students as necessary.

12. When finished with all changes, close the browser tab/window.

- a. *The Instructor Grade Change Request page opened in a separate tab/window from My.Emich.*

13. You'll receive an email when the request has been fully processed.
14. To review the status of your requests, click the Grade Change Status tab (you may also access status directly from the Instructor Grade Change Request Status link on the Faculty Academic Services card (Grades section)).



- a. All requests you've submitted will be listed.
- b. Reference the "Location" column to determine where your request is currently awaiting approval. "Location Date" refers to the date/time the request arrived at the listed location.
- c. As the request moves through the approval workflow, dates and applicable comments will be populated:
 - i. Dept Approval/Dept Comments/Dept Date
 - ii. Dean Approval/Dean Comments/ Dean Date
 - iii. Rec and Reg Approval/Rec and Reg Comments/Rec and Reg Date

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Grade Change Request
Grade Change Status

Grade Change Request Status

Stu...	Ter...	Co...	Ori...	Ne...	Las...	Re...	Su...	Loc...	Loc...	De...	De...	De...	De...	De...	De...	Rec...	Rec...	Rec...
E█████	Fall	ACC	B	A		Active	Apr 29,	Dept	Apr 29,									
Alexan	2019	ACC	B	A		Active	Apr 29,	Dept	Apr 29,									
E█████	Fall	ACC	B	A		Active	Apr 29,	Dept	Apr 29,									
Isiah	2019	ACC	F	B		Active	Apr 29,	Dept	Apr 29,									
E█████	Fall	ACC	C+	B		Comple	Apr 26,	Routing	Apr 26,	Approv		Apr 26,	Denied	testing	Apr 26,			
Andrau	2019	ACC	C+	B		Comple	Apr 26,	Routing	Apr 26,	Approv		Apr 26,	Denied	testing	Apr 26,			
Briggs	2019	ACC	C+	B		Comple	Apr 26,	Routing	Apr 26,	Approv		Apr 26,	Denied	testing	Apr 26,			

< < Page 1 of 1 > > Per Page 50 Records Found: 4

Note: This page is adaptive to screen size. You can click and drag to resize any column in this view if you find that details aren't fully visible. Move your mouse to the line between column headings until it turns into a double-sided arrow (similar to this:), then click & hold, move your mouse to the desired width, release the mouse button when satisfied. At this time, we cannot change the default width of the columns, so you will need to adjust columns to the desired width each time you login to view the status queue.

Department Head Review & Approval Steps:

If accessing while OFF CAMPUS, you must be connected to VPN. Visit

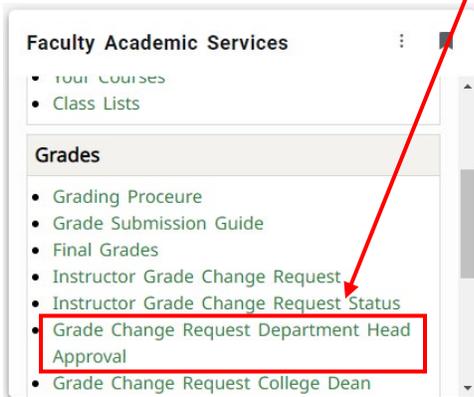
<https://www.emich.edu/it/network-access/vpn/index.php> for more info and to request VPN access.

Please Note:

- Course sections in terms more than 3 years in the past are excluded from the Online Grade Change system. A paper Grade Change Request form must be submitted to the Office of Records & Registration in those cases.
- Course sections coded with “H” (Honors) are excluded from the Online Grade Change system. A paper Grade Change Request form must be submitted to the Office of Records & Registration in those cases.

You will receive a notification email if request(s) are waiting in your approval queue.

1. Login to My.Emich.edu
2. Click “**Grade Change Request Department Head Approval**” link on the *Faculty Academic Services* card (Grades section)



3. Click to select the appropriate response under Approval Action



Grade Change Department Approval

Approval Action ...	Department Comm...	Instr...	Instr...	Stude...	Stude...	Term ...	Cours...	Curre...	New ...	Subm...
Please select appr...	Maximum of 500 charactHeather B	Misplaced				Fall 2019	ACC 241	F	B	Apr 29, 20
Please select appr...	Maximum of 500 charactHeather B	Grade mis				Fall 2019	ACC 241	B	A	Apr 29, 20
Please select appr...	Maximum of 500 charactHeather B	rest Com				Fall 2019	ACC 241	B	A	Apr 29, 20

Page 1 of 1 Per Page 50 Records Found: 3 Save Refresh

- a. ***If DENIED is chosen, a comment is required in the Department Comments column.***
- b. ***Actions & comments can be entered for more than one student in the queue before hitting save.***

4. Click SAVE
5. When finished with all changes, close the browser tab/window.
 - a. *The Grade Change Request Department Head Approval page opened in a separate tab/window from My.Emich.*
6. You'll receive an email when the request has been fully processed.

Dean Review & Approval Steps:

If accessing while OFF CAMPUS, you must be connected to VPN. Visit

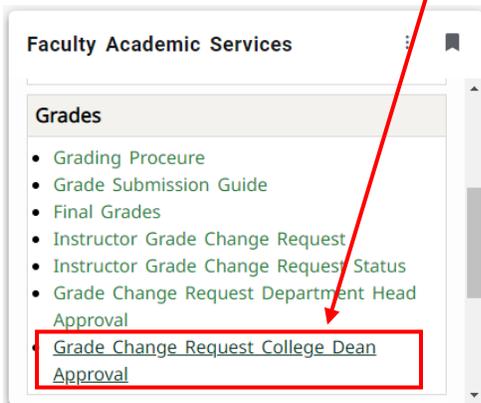
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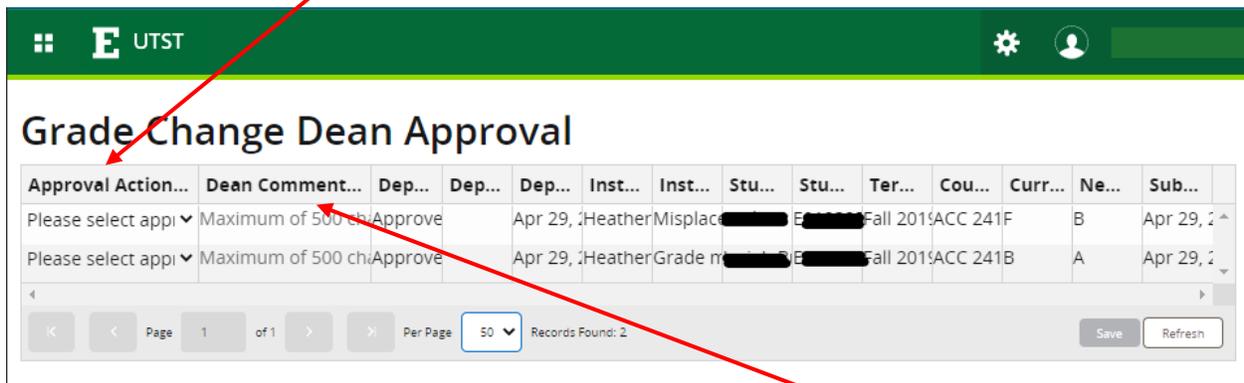
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You will receive notification email if request(s) are waiting in your approval queue.

1. Login to My.Emich.edu
2. Click **"Grade Change Request College Dean Approval"** link on the *Faculty Academic Services* card (Grades section)



3. Click to select the appropriate response under Approval Action Column



- a. **If DENIED is chosen, a comment is required in the Dean Comments column.**
 - b. **Actions & comments can be entered for more than one student in the queue before hitting save.**
4. Click SAVE

5. When finished with all changes, close the browser tab/window.
 - a. *The Grade Change Request College Dean Approval page opened in a separate tab/window from My.Emich.*
6. You'll receive an email when the request has been fully processed.